

FACILITY AND SUPPLY SPECIALIST

DEFINITION

To perform a variety of routine warehouse functions including receiving, organizing, storing, and issuing of supplies, parts, and equipment for fire stations; coordinate fire station repairs, coordinate flow of communication between warehouse, vendors, and staff; provide general clerical and record keeping support; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Responsible for coordination and distribution of supplies, equipment and materials for fire stations; arrange purchase, repair, and maintenance of fire stations equipment and appliances.

Serve as liaison with internal staff and outside vendors; assure timely delivery of supplies and equipment, as well as timely repairs and replacement of fire facilities and equipment.

Oversee that repair work is completed; maintain communication with supervisor and station staff.

Distribute firefighter uniforms and equipment, including emergency medical supplies; store and maintain uniforms and equipment.

Prepare uniform and equipment replacement cycles.

Coordinate cleaning and repair of uniforms and equipment

Receive, unload, and inspect shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies.

Shelve and store items received in the appropriate section of the warehouse according to identifying information such as size, type, style or code.

Maintain bar coding system in warehouse; maintain inventory of all supplies including uniforms and equipment.

Pull, pack, and deliver supplies and equipment to different locations; monitor stock levels.

Obtain price quotes and availability estimates on stock items, maintenance/operations supplies and small tools and place orders following approval; follow up with suppliers and vendors.

Receive phone calls and provide information; respond to inquiries and assure delivery issues are resolved; keep station personnel current on supplies and equipment delivery status.

Process purchase request; input information into an assigned computer system; generate related requisitions, paperwork, and reports.

Work independently with minimum supervision

Prepare and maintain a variety of appropriate records of all receiving and warehouse transactions; conduct periodic and annual physical inventories.

May repair breathing apparatus and maintain air compressor and fill air bottles.

Assist in purchase of furniture, fixtures, and equipment for new fire stations as needed; assure surplus supplies are disposed of properly.

Move light furniture and coordinate replacement of furniture and appliances.

Keep work related records using a computer; utilize and input on perpetual inventory system; establish and maintain filing system.

Operate City vehicles skillfully and safely; operate a variety of warehouse equipment including forklifts, pallet jacks and dollies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Procedures and practices of stockroom operation.

Organization, methods, practices and terminology of warehouse operations.

Use and terminology of requisitions, purchase orders, invoices, and other warehouse documents.

Familiarity with the nomenclature and specifications of a wide variety of supplies, materials, and equipment.

Shipping, receiving, and stock handling methods and procedures.

Proper methods of storing equipment, materials and supplies, and proper loading and unloading of trucks.

Inventory tracking and ordering methods and requirements.

Equipment tools and materials used in warehouse operations.

Pertinent rules, laws, and policies related to area of assignment.

Regulations for handling procedures for hazardous materials.

Safe work methods and safety regulations pertaining to the work.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize and implement the functions of receiving and distribution warehouse operations/activities.

Coordinate flow of communications between warehouse, vendors, and staff.

Utilize space efficiently and effectively; meet schedules and timelines.

Keep work related records and prepare reports and inventory control using a computer.

Work effectively at remote locations without direct supervision.

Use initiative and sound independent judgment within established guidelines.

Use and/or operate tools and equipment related to assignment, including personal protective equipment.

Safely handle potentially hazardous materials.

Operate a light truck and forklift efficiently and safely, and observe legal and defensive driving practices.

Perform basic mathematical computations such as addition, subtraction, multiplication, and division quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Follow oral instruction; read, interpret and follow written instructions, and equipment manuals.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of journey level experience receiving, storing, and delivering supplies in a warehouse environment and coordinating facility repairs.

Training:

Equivalent to the completion of the twelfth grade. Related college courses or training are desirable.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk and/or stand long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; work at heights, climbing ladders to reach supplies and equipment; bending at the waist, kneeling and crouching; lift, carry, push and pull items weighing up to 100 pounds; perform physical requirements involved in the storing, moving, and delivering of goods; place items weighing up to 50 pounds on shelves both above the head and below the knees; perform basic mathematical calculations; read typical business documents. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed in a warehouse environment with some exposure to moderate noise level; drive a City vehicle to conduct work during adverse weather conditions; some movement is required from office to office and there is exposure to the external environment when delivering goods to outlying offices; some exposure to fumes, dust, and odors; work is frequently disrupted by the need to respond to in-person and telephone inquiries.